



## Instructions for Organic Certification

Please read all of the following information carefully.

The U.S. Department of Agriculture (USDA) National Organic Program (NOP) requires operations or portions of operations that produce or handle agricultural products that are intended to be sold, labeled, or represented as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s))” to be certified by an accredited certifying agent except for businesses indicated as exempt or excluded from certification under the National Organic Standards (NOS 205.101). You may access the National Organic Standards at <http://www.ams.usda.gov/nop>.

The annual organic certification process includes:

1. For first time applicants: Request an application packet from the ISDA Organic Program or download the application and forms from our website: <http://www.agri.idaho.gov/Categories/PlantsInsects/Organic/OrganicFormsReportsPubs.php>.

For continuing applicants: An application packet will be mailed to you at the beginning of the year or you may also download all forms from our website: <http://www.agri.idaho.gov/Categories/PlantsInsects/Organic/OrganicFormsReportsPubs.php>. Complete the application. If any portion of your operation has changed since the previous year, complete only the corresponding section(s) of the Organic System Plan and submit all updated sections along with the application and the application fee.

2. Submit required forms: application, application fee, organic system plan, and other supporting documents as needed (ie. soil/tissue tests, farm maps, product profiles, filed history report, etc.)
3. After an initial review of your application, if it appears you have the ability to comply with NOP standards your information will be forward to an inspector who will contact you to schedule an appointment, else you will be contacted if additional information is needed.
4. An inspector will perform an on-site inspection of your operation. An authorized representative who is knowledgeable of the operation must be present during the inspection. Please have all records available for review at the inspection.
5. Following a final review, if it appears that you have the ability to comply with the National Organic Standards, you will be issued an organic certificate, else you will be contacted if additional information is needed or certification is denied.
6. Notify ISDA Organic Program prior to any changes in your operation or organic system plan.

For more information call (208) 332-8675, email [brandon.lamb@agri.idaho.gov](mailto:brandon.lamb@agri.idaho.gov), or write to: Idaho State Department of Agriculture, Organic Program, PO Box 790, Boise, ID 83701.